



State of Nevada
Nevada Department of Tourism and Cultural Affairs
Unclassified Job Announcement

- Art Director -

Posted: January 15, 2013

Annual Salary

Salary commensurate with work experience. This position is currently subject to 48 hours of furlough a year and salary will be adjusted accordingly.

Recruitment

Open to all qualified candidates; **résumés** accepted until position is filled.

(All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

The Position

A full-time unclassified and exempt position located at the Nevada Commission on Tourism (NCOT) in Carson City, Nevada. The Art Director reports to the Publisher and is a management position. The Graphic artist and Production Manager report to the Art Director.

The Art Director is responsible for the layout and design of the Nevada Magazine, collateral materials and special projects. Specific duties include, but are not limited to:

- Coordinate layout and design work, selecting and sizing photos for issues and other magazine projects.
- Design magazine page layouts and covers.
- Design Nevada Events & Shows and Las Vegas Events & Shows page layouts and covers.

Responsibility Detail:

Qualified applicants must have experience with the Adobe Creative Suite programs of: InDesign, Illustrator, and Photoshop on Mac or PC platforms (Nevada Magazine utilizes Mac). Also, must have experience in working with template designs, master pages, libraries and type and paragraph styles to simple flow and corrections of page layouts.

The ideal candidate would also have experience in the following:

- Working with other department heads and the Publisher on design needs.
- Create illustrations, charts and maps.
- Develop production schedules for workflow of all projects.
- Conduct website updates and special coding in our CMS for nevadamagazine.com , basic HTML or advanced is a plus.
- Design calendar covers and prepare photo images for calendars.
- Manage production staff and train employees in design methods. Team-building skills required.

Qualifications

Education and experience: Bachelor's degree a plus or will consider a combination of education and experience.

Benefits

Paid medical, dental and vision; paid vacation, sick leave and holidays; retirement plan (PERS); life and disability insurance program; other optional benefits including deferred compensation.

Submit cover letter and résumé to:

Katie Holmberg

Agency HR Services

401 N. Carson St.

Carson City, NV 89701

(775)687-0649

Or electronically to: holmberg@admin.nv.gov

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